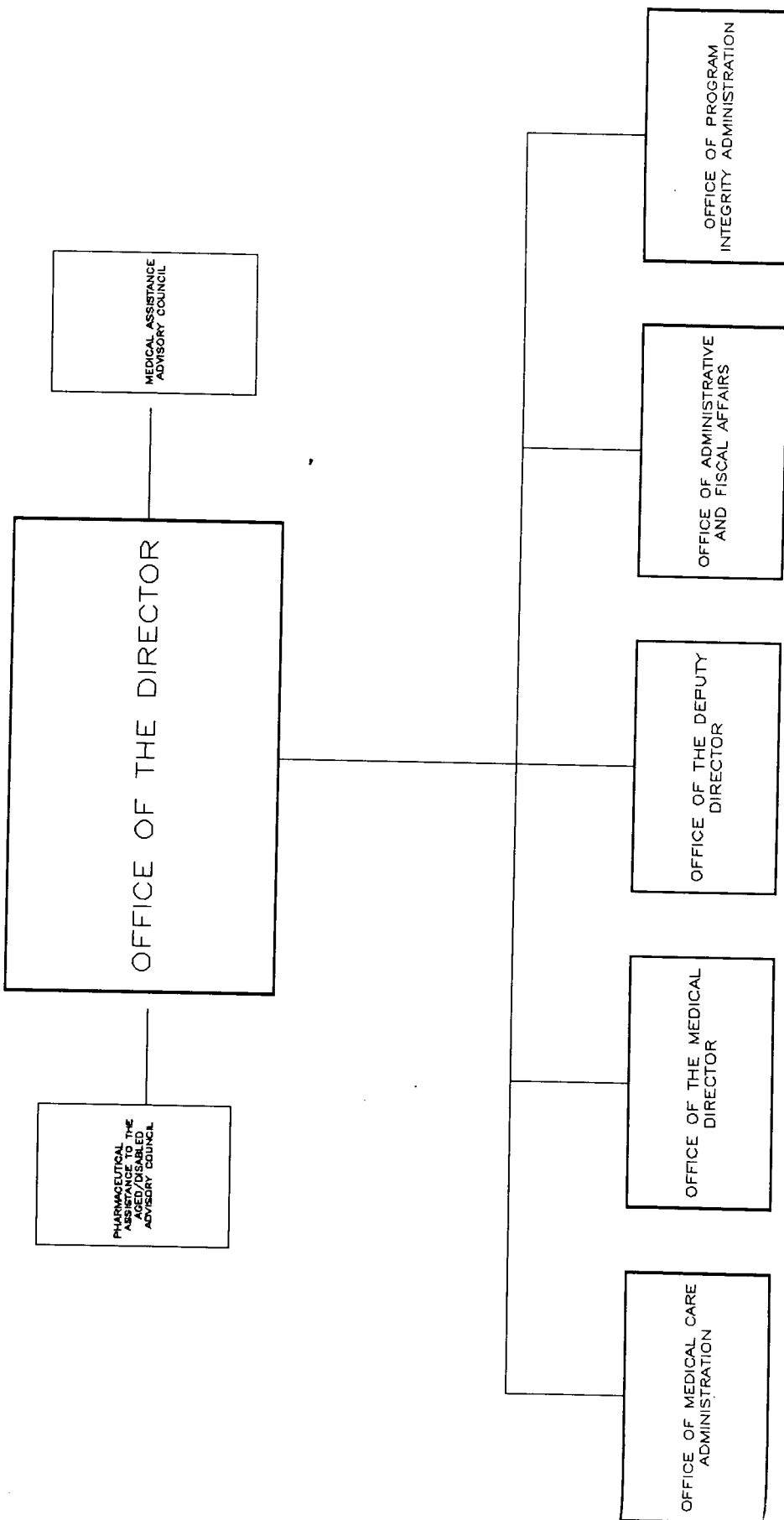


NJ 87-3  
Supersedes  
NJ 82-1

Approval date AUG. 4 1988  
Effective date JAN. 1 1987

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DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MEDICAL ASSISTANCE  
AND HEALTH SERVICES



STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT Attachment 1.1-A  
MEDICAL ASSISTANCE PROGRAM

State of New Jersey

ATTORNEY GENERAL'S CERTIFICATION

**OFFICIAL** - 76-21

I certify that:

Department of Human Services is the  
single State agency responsible for:

☒ administering the plan.

The legal authority under which the agency administers  
the plan on a Statewide basis is:

Chapter 413, New Jersey Laws of 1968  
(statutory citation)

☐ supervising the administration of the plan by local  
political subdivisions.

The legal authority under which the agency supervises  
the administration of the plan on a Statewide basis is  
contained in

(statutory citation)

The agency's legal authority to make rules and regulations  
that are binding on the political subdivisions administer-  
ing the plan is

(statutory citation)

December 1976  
DATE

WILLIAM F. FLESHIP  
Attorney General of New Jersey

Robert E. Popkin  
Signature

Attorney General of New Jersey  
Title

St. NJ. Tr. 12/29/76 8/12/77 Effective 4-01-76

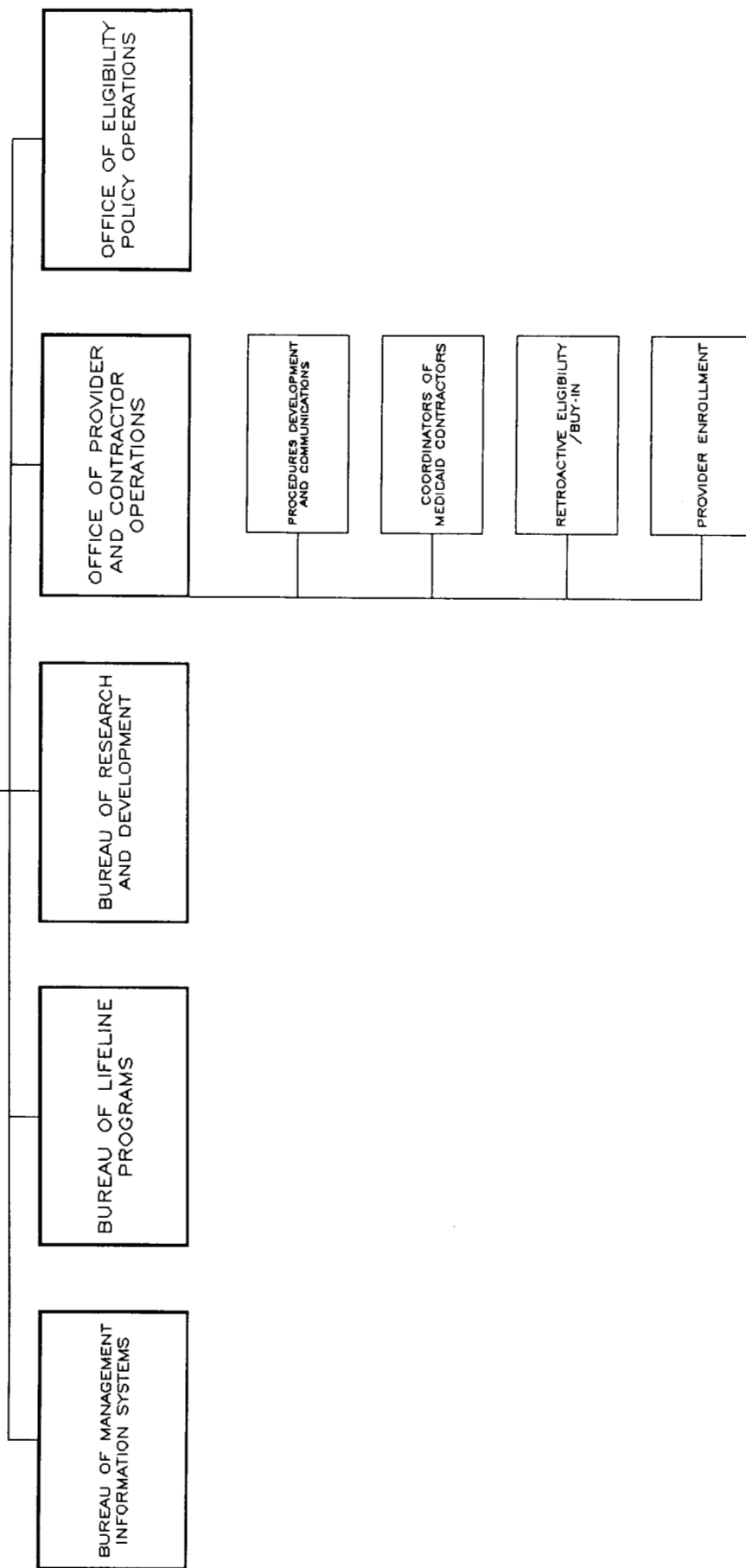
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DIVISION OF MEDICAL ASSISTANCE  
AND HEALTH SERVICES

OFFICE OF THE  
DEPUTY DIRECTOR

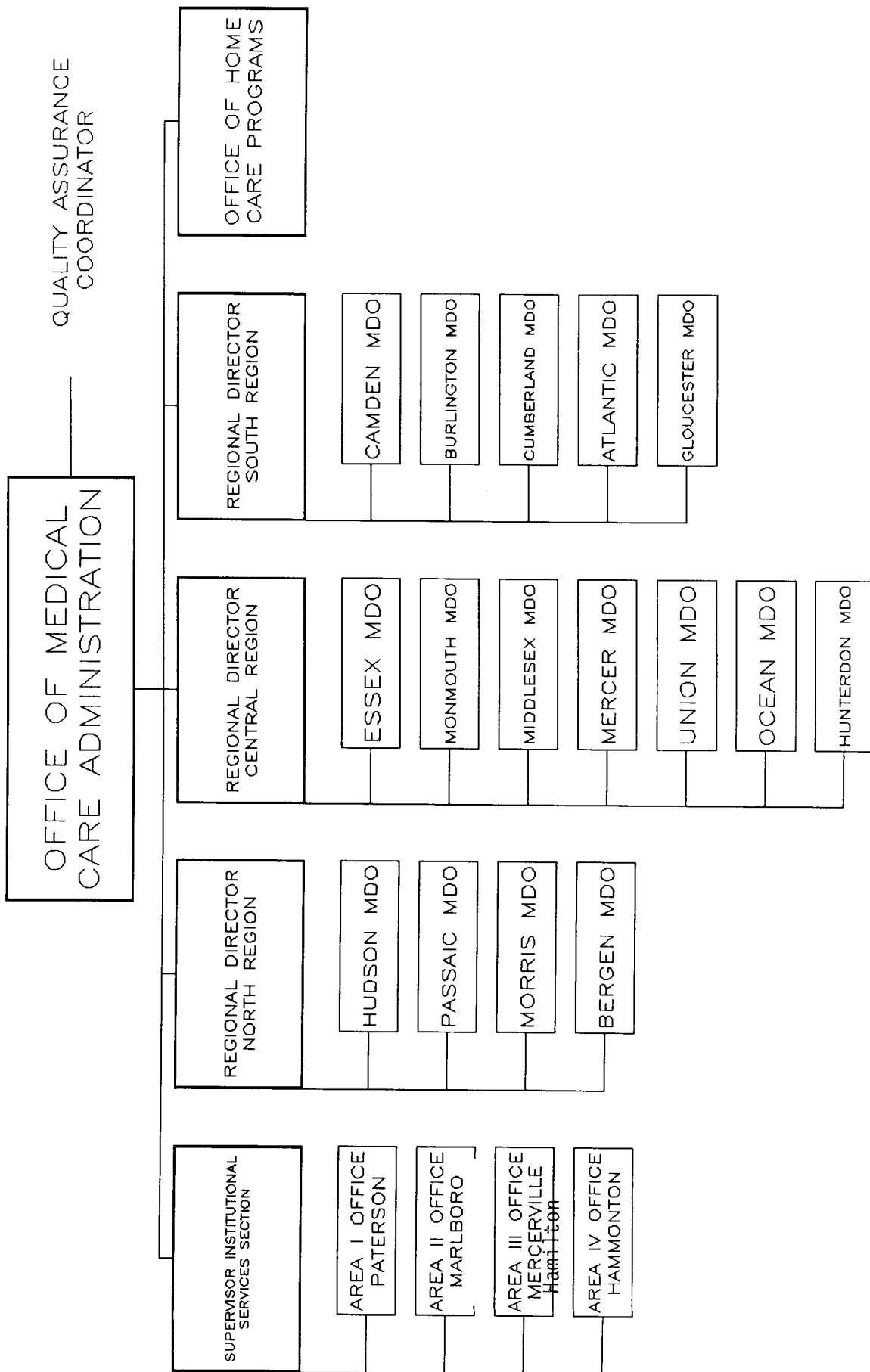


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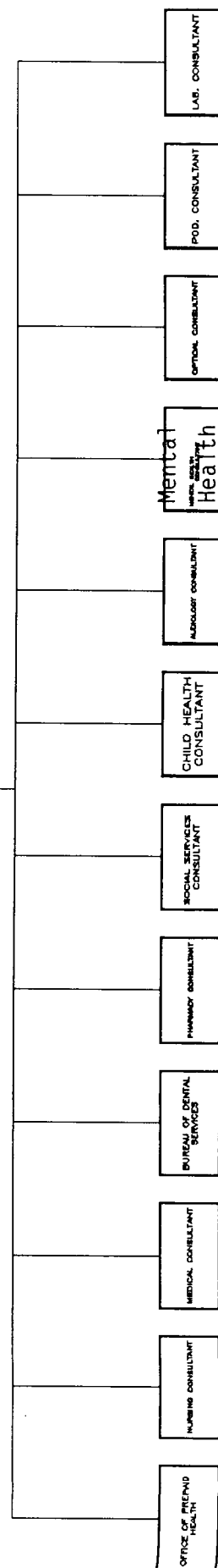
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DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MEDICAL ASSISTANCE  
AND HEALTH SERVICES



DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MEDICAL ASSISTANCE  
AND HEALTH SERVICES

OFFICE OF THE  
MEDICAL DIRECTOR



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DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MEDICAL ASSISTANCE  
AND HEALTH SERVICES

OFFICE OF ADMINISTRATIVE  
AND FISCAL AFFAIRS

BUREAU OF CLAIMS  
AND ACCOUNTS

BUREAU OF HEALTH  
STATISTICS AND  
ECONOMICS

BUREAU OF PLANNING  
AND MANAGEMENT

PHARMACEUTICAL ASSISTANCE  
TO THE AGED AND  
DISABLED

BUREAU OF ADMINISTRATIVE  
SUPPORT SERVICES

STATISTICAL REPORTING

PROGRAM REPORTING

FISCAL OPERATIONS

HOSPITAL REIMBURSEMENT

LTC RATE SETTING

PROCEDURES DEVELOPMENT  
& CORRESPONDENCE

ELIGIBILITY

INSURANCE RECIPIENT UNIT

OPERATIONS AND SERVICES

INVESTIGATIONS AND  
DATA PROCESSING

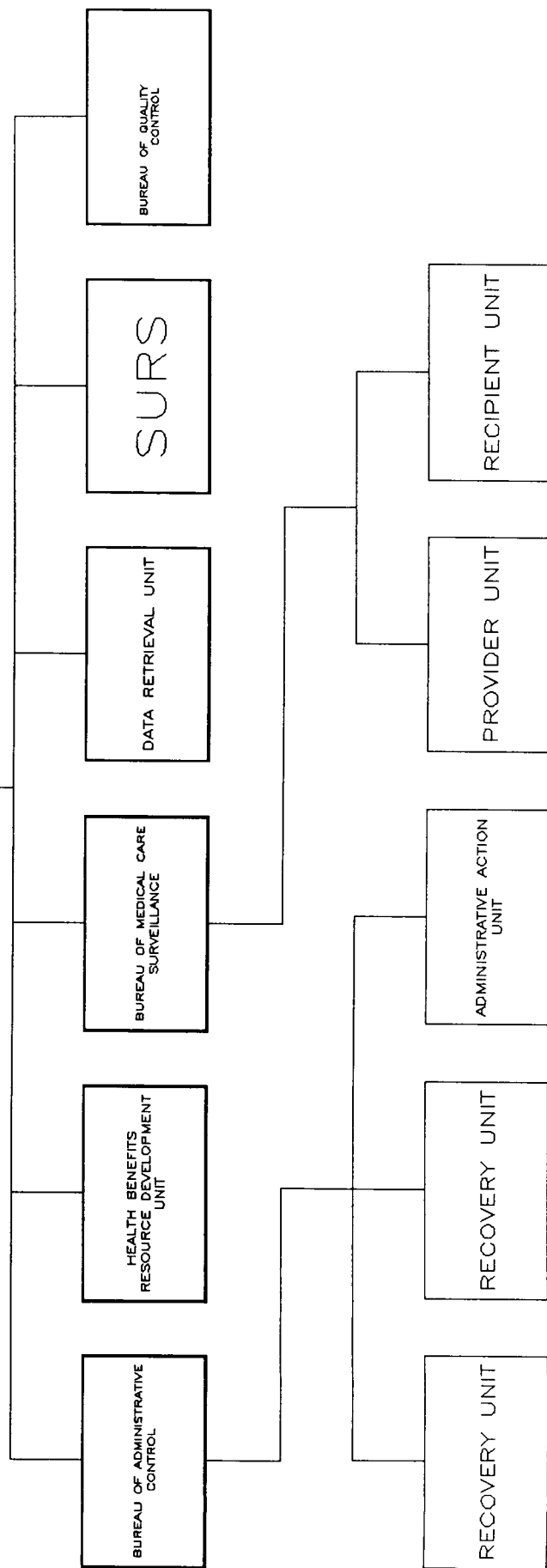
PERSONNEL / PAYROLL

SUPPORT SERVICES

STAFF DEVELOPMENT  
AND TRAINING

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MEDICAL ASSISTANCE  
AND HEALTH SERVICES

OFFICE OF PROGRAM  
INTEGRITY ADMINISTRATION



# OFFICIAL

## STATE OF NEW JERSEY

### DEPARTMENT OF HUMAN SERVICES DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES

#### OPERATIONAL RESPONSIBILITIES Various Units and Staff

#### A. Office of the Director

The Office of the Director is responsible for overall management, administration and development of the programs administered by the Division.

##### 1. Medical Assistance Advisory Council

This council, comprised of providers, consumers, Division staff, other agency officials, etc., provides advice and consultation on Medicaid policy.

##### 2. PAAD Advisory Council

This is an advisory group composed of Division representatives, senior citizens, medical society, legislative staff, pharmaceutical manufacturers, pharmacists, Budget Bureau, Blue Cross, etc. who make recommendations on PAAD policy.

##### 3. Affirmative Action Officer

The Officer, which deals with equal employment opportunity and affirmative action both within the Division, and in its service areas, is responsible for analyzing, reviewing and overseeing the policies and guidelines of same as identified by the State of New Jersey, the Commissioner of Human Services and the Division of EEO/AA-Civil Services.

In addition, the Officer submits a yearly supplement to the mandated Affirmative Action Plan and, with the use of employee statistics, and other valid human resource data, assists the Division in recruitment, hiring, promotion and retention of eligible persons. Training also is a key factor in this effort. The Officer receives and investigates, as necessary, discrimination complaints as outlined in the EEO Discrimination Complaint process.

The Officer maintains a working liaison with the EEO/AA Officer of the Department of Human Services and other public and private organizations to ensure positive equal employment and affirmative action.

The Officer participates in seminars, conferences, and meetings which affect these special areas while at the same time keeping direct contact with supervisors and other key personnel for the purpose of providing knowledge and guidance and Division activities of a human resources value.

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# OFFICIAL

Attachment 1.2-B  
Page 2

The Officer is included in the Director's Office. It is a staff position.

## B. Office of the Deputy Director

The Office of the Deputy Director assists the Director in the overall management and administration of the Division and coordinates activities involving federal legislation, regulations, assessments and audits. The following areas report to the Deputy Director:

### 1. Bureau of Management Information Systems

The Bureau administers and supervises the design and development of the automated systems utilized to operate the Medicaid, Pharmaceutical Assistance to the Aged and Disabled (PAAD) and Lifeline Credit Programs.

The Medicaid automated systems operate under finely prescribed criteria required by the federal Health Care Financing Administration (HCFA).

Each year these automated systems are audited for conformance with these requirements during a (HCFA) systems performance review. Satisfactory compliance with these federal standards garners the state 75 percent federal financial participation (FFP) for its data processing services.

The Bureau coordinates Medicaid, PAAD, and Lifeline data processing systems operational at three state data center locations and at the office of our two Fiscal Agents, Blue Cross and Prudential. These systems include eligibility, claims payment and management and administrative reporting.

In addition to the above, the Bureau supports word processing and personal computer requirements of the Division and operates a Prime Computer data center for divisional administrative and data entry applications. This Bureau is responsible for the systems development and maintenance required to operate the programs entrusted to the Division.

### 2. Bureau of Lifeline Programs

The Bureau of Lifeline Programs is responsible for administering the Lifeline Credit Program, the Tenants Lifeline Assistance Program and the Special Utility Supplement. The Lifeline Credit Program provides an annual credit toward gas and/or electric utility costs for utility customers who are senior citizens or recipients of Social Security disability benefits who meet the residency and income guidelines. The Tenants Lifeline Assistance Program provides a cash payment to tenants who would be eligible for the Lifeline Credit Program except for the fact that they do not pay their own utility bills. The Special Utility Supplement is for those clients who are eligible for SSI.

The Bureau is responsible for making eligibility determinations, utility company credit authorizations, utility company reimbursement, the issuance of tenants' checks, and the reimbursement of the Special Utility Supplement to the Supplemental Security Income Program.

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The Bureau coordinates its activities with other state agencies, the Social Security Administration, and the 17 electric and gas utility companies within the state. It also administers the Lifeline/PAAD hotline.

The Lifeline Programs are 100 percent state funded.

## 3. Bureau of Research and Development

The Bureau functions as liaison with the Office of Administrative Law relative to the scheduling of statutorily mandated hearings requested by providers because of the denial of claims for medical necessity and by recipients because of denial of services or eligibility. The Bureau reviews the recommended decisions of the Administrative Law Judges and prepares Final Agency Decisions for the Director's signature. The Bureau also conducts legal research on various program-related issues that are requested by Divisional staff members.

The Bureau prepares and submits State Medicaid Plan Amendments to the HCFA Regional Office. In addition, the Bureau is responsible for the submission of proposed regulations to the Office of Administrative Law and their subsequent adoption.

## 4. Provider and Contractor Operations

This Office includes the Provider Enrollment Unit, the Retroactive Eligibility/Buy-In Unit, the Coordinators of Medicaid Contractors and the Procedures Development and Communications Unit.

- i. The Procedures Development and Communications Unit is responsible for communication of Medicaid policy and implementation of program procedures which is accomplished by the preparation, coordination and dissemination of policy and procedural material which is utilized by Division Staff, Department staff, Fiscal Agents, providers and county welfare agencies. Other activities of this Unit include the design, approval and control of all Division forms, approval and coordination of printed pamphlets and brochures.
- ii. The Coordinators of Medicaid Contractors are on-site Medicaid Central Office liaisons with the Fiscal Agents, Blue Cross and Prudential. They are responsible for assuring correct and consistent interpretation, clarification, and implementation of Division management policy decisions involving the ongoing operational procedures and practices of the Fiscal Agents. They initiate training sessions and seminars with the Fiscal Agents, providers, and the Division staff to improve knowledge of the Medicaid program. They are also responsible for professional relations with the provider community as they relate to Fiscal Agent affairs and the resolution of problems.
- iii. The Retroactive Eligibility Unit is responsible for processing applications for payment of unpaid medical bills for services received in the three months prior to clients application for public

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